



UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO P4400.5C
213
13 May 1997

COMBAT CENTER ORDER P4400.5C W/Ch 1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

Ref: (a) MCO P4400.150D
(b) UM 4400-150D
(c) MCO 4200.9H
(d) MCO P4400.82E
(e) NAVCOMPAN, Vol III, chapter 6
(f) MCO 1551.1F
(g) OPNAVINST 5510.1E
(h) MCO 4570.15D
(i) CCO P7000.1A
(j) SECNAVINST 5500.4D
(k) MCO 4400.172A
(l) MCO P10150.1
(m) SECNAVINST 5520.3B

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate property control procedures for the Combat Center and all tenant units.
2. Cancellation. CCO P4400.5B.
3. Information. This Manual is designed to be a direct extension and supplement to reference (a). It is essential that references (a) through (m) be used in conjunction with this Manual.
4. Action. Effective this date, the instructions and procedures contained in this Manual are promulgated to ensure the efficient and effective control and maintenance of organic property belonging to this command. Each commanding officer/department or section head will require responsible officers and supervisory personnel charged with the responsibility for and administration of organic property to read and become familiar with the contents of this Manual.
5. Summary of Changes. this Manual contains a substantial number of changes and should be reviewed in its entirety.
6. Recommendation. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to the Property Control Officer via the appropriate chain of command.
7. Applicability. The contents of this Manual are applicable to all units and organizations aboard the Combat Center.

8. Certification. Reviewed and approved this date.

D. L. JOHN
Chief of Staff

DISTRIBUTION: A-1



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CCO P4400.5C Ch 1
213
10 Dec 97

COMBAT CENTER ORDER P4400.5C Ch 1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

1. Purpose. To direct a pen change to the basic Manual.
2. Action. On page 2-2, paragraph 2002, change all prices from "\$300" to "\$2500".
3. Filing Instructions. File immediately behind the signature page of the basic Manual.

J. D. LENARD
Chief of Staff

DISTRIBUTION: A-1

CCO P4400.5C
13 May 1997

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR PROPERTY CONTROL

Location: _____
(Indicate the locations(s) of copy(ies) of the Manual)

ENCLOSURE (1)

Abstract

RECORD OF CHANGES

Log completed change action as indicated.

[illegible]

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

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STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

CHAPTER 1

FUNCTIONS, ASSIGNMENTS AND RELIEFS

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CHAPTER 1

FUNCTIONS, ASSIGNMENTS AND RELIEFS

1001. MISSION

1. Provide support incident to property requisitioning, receipt, storage, recovery/distribution and disposal: control issues and receipts of the Headquarters Battalion T/E assets, Minor government property with a value less than \$100,000 and Plant Account Property: maintenance of property records: and provide Personnel Support Equipment (PSE) to all Combat Center and tenant activities.

2. Coordinate, budget, and manage the issue, replacement, and commercial maintenance contracts of all government owned, Property Control managed office machines, and labor saving devices.

3. Administer Cost Centers C-3, C-4, C-8 AND G-3 which provide the financial support necessary for property control operations.

1002. PROPERTY CONTROL OFFICER. The Property Control Officer (PCO) will perform the normal function of supply administration under the direction of the Center Supply Officer, Installations and Logistics Directorate. All organic property acquisitions, records, maintenance and disposition shall be effected in the name of the Commanding General. Normal supply administration shall include all functions of receiving, storage, maintenance, issue, recovery, and elimination of unauthorized excesses. Additionally, the Property Control Officer will furnish the Combat Center Comptroller with documents and information required for fiscal and cost accounting.

1003. RESPONSIBILITY. Responsibility is defined as the obligation of each individual who is required to have personal possession or general supervision over public property to ensure that the items are procured, utilized, and disposed of in accordance with current directives. Persons having public property in their custody or under their supervision assume a public trust that the property will be utilized for purposes authorized by law or regulations.

1004. RESPONSIBLE OFFICER. A Responsible Officer (RO) is any individual, military or civilian, acting in a command or supervisory capacity. RO's are responsible for all property issued, whether for use by the RO, or for RO's subordinates or others under the control of the commander or activity supervisor. The responsibility includes all public property possessed, even when not formally received for by memorandum receipt.

1. Designation/Acceptance

a. RO's will be appointed in writing by the Commander/OIC/Activity Supervisor in the format shown in appendix A. These appointments will be made at the Division Head or higher level. A signed copy of the order designating the responsible officer will be forwarded to the PCO. Acceptance of this appointment will be in writing in the format shown in appendix B with the original letter of acceptance being forwarded to the PCO and two copies forwarded to the accountable officer who appointed the responsible officer.

b. In the event that a designated responsible officer is absent for more than 30 days due to official orders, illness, injury, etc., a relief will be designated, in writing, in the same format as shown in appendix A.

2. Responsible Officers' Duties. The designated responsible officers will administer property control for the assigned account by accomplishing the following.

- a. Have in their possession and in serviceable condition the articles of authorized material required for the performance of the unit/activity mission.
- b. Ensure that material is properly maintained, safeguarded, and utilized.
- c. Determine that equipment on hand is complete and in serviceable condition by frequent inspections and physical inventories.
- d. Ensure that assigned officers, enlisted personnel, and civilians are properly instructed in the care, use, and maintenance of public property.
- e. Maintain records of the status of all equipment on charge, to include requisitions, repair requests, Equipment Custody Records (ECRs), and Consolidated Memorandum Receipt Listing (CMR).
- f. Designate, in writing, one or more authorized representatives to receipt for property and provide the PCO the names of personnel so designated in the format appearing in appendix D.
- g. Report immediately to the unit commander/officer-in-charge (OIC)/civilian supervisor and PCO when loss, damage, or destruction of property occurs. Physical losses of property will be reported to Property Control.
- h. Report to the PCO all on hand property that is not included on the CMR.
- i. Request disposition instructions for excess/unserviceable property.
- j. Inventory all property upon relief and effect a reconciliation and settlement of the property records.
- k. Ensure that property is sub-custodied to section/individual having physical control.
- l. Ensure that assets in the unit/section are within allowances reflected on the Commanders non-FMF Mechanized Allowance List (MAL) and Consolidated Memorandum Receipt (CMR). Requests for allowance increases should be reported in the format appearing in appendix E.
- m. Report discrepancies in property receipts to the Property Control Officer in the format appearing in appendix C.
- n. All newly assigned responsible officers will report to the PCO prior to assuming responsibility for the property. The PCO will instruct the responsible officer concerning his assigned duties and responsibilities.
- o. Inventory the account and reconcile with PCO Quarterly in accordance with the current edition of reference (b).
- p. Review appendix E which provides additional guidance, as an outline of specific duties requisite to effective property control.

3. Relief of Responsible Officer

- a. The responsible officer being relieved will account for overages and shortages prior to transferring the responsibility for the property to the new responsible officer. Overages/shortages or unserviceable items will be processed in accordance with the current edition of reference (a) and this Manual.

b. When circumstances permit, a joint physical inventory by both the old and new responsible officers will be conducted for all items appearing on the unit's latest copy of the CMR. When satisfied that the property reflected on the CMR is physically on hand, or properly accounted for, both the old and new responsible officers will report to the PCO to reconcile and the new RO will sign the original CMR maintained by PCO. This action will be completed within 15 days after the date of appointment as responsible officer and prior to the detachment of the individual being relieved. All discrepancies will be reported to the Commanding General (PCO) in the format appearing in appendix B and C. Failure to reconcile with Property Control, sign the CMR, or comply with directives and the instructions in the appointment letter does not relieve the responsible officer of liability for the property which he was appointed to maintain and control.

4. Authorized Representatives. Responsible officers may designate one or more individuals as authorized representatives for receiving property; however, notice of delegation of authority will be made in writing and will be signed by the responsible officer concerned. This will be done in the form of a memorandum with specimen signatures and will be addressed to the PCO as per appendix D.

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

CHAPTER 2

ALLOWANCES AND STOCK LEVELS

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STANDING OPERATING PROCEDURES FOR PROPERTY

CHAPTER 2

ALLOWANCES AND STOCK LEVELS

2001. ALLOWANCES. The acquisition of supplies will be governed by established allowances.

1. The PCO will maintain an allowance list consisting of all items authorized in the Table of Equipment 7700, Marine Corps Air Ground Combat Center, Twentynine Palms, California.
2. Stock Fund Account items (less those listed in the Type 3 section of the Table of Authorized Material) and locally procured commercial items less those designated as controlled in the current edition of MCO 4200.9H are authorized on an "as required" basis. This authorization is subject to such restrictions as may be promulgated in pertinent publications; local directives and regulations; Marine Corps Stock Lists; Marine Corps Orders and Bulletins; and established allowances. Allowances for "as required" items can be approved by the Center Supply Officer utilizing "By direction" authority.
3. Stock level held by PCO may not exceed 3 percent of the overall inventory value for BEQ furnishings and 5 percent of the overall inventory value for Administrative furnishings.

2002. NONEXPENDABLE PROPERTY. For the purpose of this Manual, nonexpendable property is defined as all nonserialized items with a unit price of \$2500 or more, as well as all serialized property with a unit price equal to or greater than \$100 which requires special control due to its pilfered nature. Those assets with a unit price less than \$2500 but classified as nonexpendable are listed below.

1. Serialized ordnance items.
2. Office machines and devices.
3. Items with either a manufacturer's or Marine Corps serial number which allows positive identification.
4. Controlled items designated by and contained in the current edition of MCO P4400.82.
5. Barracks and office furniture.
6. Other property as may be designated, in writing, by the Commanding General.

2003. CLASS IV INDUSTRIAL EQUIPMENT. Acquisition through procurement action of any item listed in NAVCOMPTMAN, vol. III, chapter 6, paragraph 036402 having an acquisition cost of \$100,000 or more will not be undertaken without prior approval of Defense Industrial Plant Equipment Center, Memphis, TN, by use of DD Form 1419. The Property Control office will maintain copies of the requisition, purchase order, receipt and issue documents for all plant property.

1. Upon receipt of a plant account item, PCO will maintain a copy of the receiving document.

2. The item will be issued to the using unit by the PCO on a DD 1348-1. One copy of this form will be maintained on file at the Property Control Office to close out the requisition. The PCO Section will also tag the item with an appropriate plant account number identification.

2004. ALLOWANCE LISTS. The CMR for each Responsible Officer's property cites the allowance level authorized for each line item. The CMR is the RO's Allowance List. The Non-FMF Mechanized Allowance List (MAL) is a roll-up of the allowances of CMR's. This MAL is the CG's Allowance List for minor property. Table of Equipment (T/E) numbers 7700 and 7711 list the deployable property authorized for the missions of Headquarters Battalion and the Exercise Support Division respectively. An allowance list is an instrument to assist responsible officer to:

1. Preclude critical shortages and unauthorized excesses.
2. Indicate local distribution of material authorized by the Commandant of the Marine Corps via the table of equipment and other allowance directives.
3. Provide basic information and procedures for users to request modification to established allowances.

2005. REQUISITIONING AUTHORITY

1. The current edition of reference (a) sets forth the basic authority for commanders of Marine Corps organizations to requisition supplies and equipment within prescribe allowances and sets forth policy regarding items of garrison property. Garrison property items not controlled by Marine Corps allowance documents are authorized on an "as required" basis, except for certain restricted garrison property which requires CMC approval prior to purchase, as listed below:
 - a. Industrial plant equipment (Class 4 plant property) having an acquisition cost of \$100,000 or more.
 - b. Printing equipment as listed in the current edition of NAVMC 2761.
 - c. Training support equipment as listed in the current edition of NAVMC 2761.
2. Table of Equipment (T/E) establishes authorized allowance for Marine Corps furnished items of equipment which are listed on the Headquarters Battalion organic supply records, T/E MAL and CMR's, held by the PCO. This FMF type equipment is essential to assigned FMF type training and support missions. Requests to modify in appendix E.
3. Non-FMF an commercial type equipment will be programmed, budgeted, and procures in accordance with current directives. The Garrison Property Mechanized Allowance List for the Combat Center will specify allowances for all supported units. These allowances shall be binding as to items and quantity. Responsible Officer's (RO) will request to modify these allowances in the form of an issue request. Paragraph 2005.6 below applies.
4. The current edition of OPNAVINST 5510 series, chapter 5 delineates the restrictions on and instruction concerning the prerequisites for acquisition of correspondence filing cabinets, mechanized filing and documentation storage and retrieval systems equipment and security containers.
5. RO's will request issue of Garrison Property for their unit/activity via standard naval letter, memorandum, or electronic mail. RO's may also fund the

procurement of Garrison Property and allow PCO to procedure after the appropriate funding transfer is accomplished or submit a ZBR with the unit/activity appropriation data. Appendix N provides the appropriate processing step for all garrison property requisitions.

2006. ACQUISITION OF SUPPLIES. The Property Control Office will use the following sources of supply:

1. Agency Inventory (includes system requisitions).
2. Excess from other Agencies, I.e. other Property Control Offices, Defense Reutilization and Marketing Offices.
3. U.S. Department of Justice UNICOR, Federal Prison Industries (FPI) Inc. .
Waivers, to skip the source, may be obtained from UNICOR. Generally, waivers are granted if:
 - a. UNICOR can not meet the required delivery date of your requirement
 - b. UNICOR can not fill the quantity of your requirement
 - c. UNICOR does not make a product that will meet your requirement. The Regional Contracting Officer will normally submit the written request for waiver to UNICOR. Justification must be provided to the contracting in the form of a memorandum that accompanies the ZBR or an appropriate signed statement on the ZBR.
4. Committee for Purchases from the National Institute for the Blind (NIB) and National Institute for the Severely Handicapped (NISH).
5. Wholesale supply sources (Federal Supply Schedules and General Services Administration contracts). Requisitions for system and non-system items will be submitted utilizing the sample format as outlined in appendix G.

2007. MODIFICATION OF TABLE EQUIPMENT (T/E) 7700 ALLOWANCES. When the commanding officer or officer-in-charge of a unit/section considers that the material authorized is either insufficient or excess to the needs of the organization, a letter of recommendation will be submitted for appropriate changes to the Commanding General, Marine Corps Air Ground Combat Center, (PCO). Each separate modification of allowance request will include the following:

1. A complete description of the item, including the TAM control number, NSN if available, nomenclature and make and model, if appropriate.
2. Current allowance, if authorized.
3. Recommended allowance and particular unit for which recommended.
4. Justification for the recommendation will include why unit requirements cannot be satisfied by redistribution of current on hand assets. A complete description of the task or function to be supported by the allowance increase. Be specific as to what will not get done should your request be denied.
5. Per the current edition of reference (m) request for Modification of Allowance will only be accepted on an annual basis. RO's will submit Modification of Allowance requests to PCO during the second quarter of the fiscal year. PCO will consolidate and present all requested MOA's to the CO for validation and funding prioritization. Subsequently, PCO will submit the appropriate MOA's to MCCDC for approval/disapproval.

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

CHAPTER 3

EXCESS, SERVICEABLE/UNSERVICEABLE, DAMAGED AND DESTROYED GOVERNMENT PROPERTY

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STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

CHAPTER 3

EXCESS, SERVICEABLE/UNSERVICEABLE, DAMAGED, AND DESTROYED GOVERNMENT PROPERTY

3001. DISPOSITION OF EXCESS AND UNSERVICEABLE GOVERNMENT PROPERTY

1. All excess serviceable/unserviceable property must be delivered to Defense Reutilization Marketing Office (DRMO). Turn-in of Table of Equipment (T/E) items belonging to the tenant units (7th Marines (7th REIN), Marine Corps Communication-Electronics School (MCCES), Sgts' course, Training, Visual and Information Support Center (TVISC) and Enhanced Equipment Allowance Pool (EEAP) will be effected through direct liaison with the receiving DRMO services are utilized. Disposition of all Plant Property must be coordinated through PCO.
2. Items of equipment that are recoverable/controlled by Headquarters Marine Corps will be reported to the Marine Corps Logistics Base (MCLB) Albany, GA., for disposition instructions in accordance with the current edition of MCO P4400.82 by the PCO.
3. DD Form 1348-1, will be prepared by the Property Control Office for Combat Center items unserviceable or in excess; to be turned-in for disposition (appendix G). Tenant units will turn in any unserviceable items to DRMO in accordance with the units local directives. However, washers, dryers, computer assets, and serialized items over \$100 will be turned in to the Property Control Office.
4. All Combat Center owned excess or unserviceable property will be invoiced by the PCO to the nearest DRMO or as directed by MCLB/Albony in the case of recoverable/controlled items.
5. Although authorized by the current edition of OPNAVINST 5510.1 to screen for excess property at DRMO, all activities are required to obtain proper documentation and authorization in writing from the PCO prior to receipt for property. Issues from DRMO will be approved only if an allowance exists, and then only to the responsible officer or designated individuals authorized in writing (appendix D) to receipt for government property. Under no circumstances will an item be used for a purpose not directly connected with official duties, nor will the item be used for personal benefit or financial profits of an individual. Units will provide a DD Form 1348-1 property filled out for each item requested (appendix H for a replacement of a controlled item; appendix I for an initial issue/allowance controlled item).
6. Occasionally, a DRMO activity allows receipt without PCO approval or property is obtained from another source. All units/sections obtaining excess, serviceable, nonexpendable (custodial) property from sources other than the PCO will notify the PCO immediately so that the appropriate accounting action may be accomplished.
7. The DRMO at MCAGCC is operational between the hours of 0700-1530, daily, Monday through Friday. Organizations delivering property for turn-in will provide necessary documentation and sufficient personnel to assist in off loading.

3002. OPERATING PROCEDURES FOR UTILIZING DRMO

1. All serviceable excess garrison property must be reported to PCO. Excluding tenant units, all unserviceable property will be reported and delivered to PCO for action. PCO may authorize direct liaison with DRMO for turn in by the tenant unit, i.e., sign the DD Form 1348. Generally, the document flow for turn-in is as follows:

- a. The PCO will draft the B6A turn-in document and the items are turned in to the PCO.
 - b. The Property Control Office will then induct the DAC/D7J disposal transactions with PCO's Document Number and will sign the document. The document will be taken with the item(s) to DRMO. Garrison Property/Plant Account items will be reported to PCO for preparation of necessary turn-in documents. The PCO will induct the disposal transactions from the unit's disposal request serviceable. Excess property will be collected by the PCO (building 1102) and a consolidated turn-in will be made by the PCO personnel.
2. Material being turned in as scrap will be segregated by basic material content (i.e., steel, cast iron, brass, copper, etc.) prior to turn-in. Organizations incapable of determining basic material content will provide personnel to assist in segregation at the scrap yard.
 3. Salvageable Ammunition Casings/Shipping Containers will be processed as follows:
 - a. Fired brass, small arms (5.56, 7.62, .45 caliber, .50 caliber, etc.) will be turned in by type and will be free of all foreign substance such as steel clips, links, paper, etc.
 - b. Fired artillery cases will be segregated by type (105mm, 90mm, 106mm, etc.) and material content (steel, brass).
 - c. Shipping storage containers will be identified by type and ammunition component (i.e., containers, propellant, 8" M19, etc.).
 - d. Document certification that all salvage ammunition components and shipping/storage containers have been inspected and are free of live rounds or other explosive elements is required.
 4. The document flow for DRMO receipts is as follows:
 - a. The unit screens the property at the holding DRMO and freezes it.
 - b. The unit will submit the DRMO freeze sheet to Property Control.
 - c. Property Control will submit the requisitions to the Defense Reutilization and Marketing Service (DRMS) Battle Creek, MI.
 - d. DRMS will generate the issues document and forward it to the appropriate DRMO, who in turn will notify Property Control that the gear is ready for pick up.
 - e. The requesting unit will be issued the gear at DRMO. Only individuals authorized in writing will be allowed to receipt for the assets. (See sample letter appendix J). This letter must be endorsed by the MCAGCC PCO or the issue will not be made.
 - f. The receiving unit will deliver a signed copy of the issue document to Property Control to credit the unit's CMR.
 - g. A second copy of the issue document will be forwarded to Property Control from the DRMO.

3003. MISSING, LOST, STOLEN OR RECOVERED GOVERNMENT PROPERTY (MLSR)

1. MLSR property will be reported in accordance with instructions contained in the current edition of SECNAVINST 5500.4D.

2. The following MLSR property shall be reported in accordance with this instruction:

- a. Serialized or unserialized firearms.
- b. Ammunition, explosives and other destructive devices.
- c. Serialized property regardless of cost, of a highly pilferable nature.

d. All unserialized "sensitive item" such as material which requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items, precious metal, items of a high dollar value, highly technical and/or of a hazardous nature, and demolition materials.

3. MLSR reportable items of property are no charge from the PCO, Plant Account officer, Special Services Officer, or the Supply Officer, Marine Corps Communication-Electronics School, and are normally held by Responsible Officers. Responsible Officers must submit MLSR property reports immediately whenever property is lost or recovered.

4. Whenever property falls in the category of MLSR property, the following action must be taken within 24 hours by the personnel concerned:

a. Responsible Officers

(1) Conduct a search of the area under his control to determine that the property cannot be found.

(2) Notify the appropriate property accounting officer (i.e., Property Control Officer, or tenant unit Supply Officer by phone, providing as much detailed information as possible.)

(3) Notify the Criminal Investigation Division of the loss, by phone or in person.

(4) Not later than the next working day, submit a written report following the format shown in appendix K.

b. Property Control Officer

(1) Prepare initial MLSR reports via message to the Commandant of the Marine Corps using the format shown in appendix L.

(2) Make pending and/or supplemental MLSR report as required by the current edition of SECNAVINST 5500.4 when appropriate. Make final MLSR report when all search results are reported and upon receipt of the final investigative report.

(3) When considered appropriate, as guided by the current edition of MCO P4400.150, forward a request for investigation to the appropriate convening authority.

(4) Prepare a search bulletins for publication. This bulletin will contain distribution code A-1/B-1 and will request a base wide search for the missing property.

3004. EXPENDITURE BY ADJUSTMENT

1. Adjustment to property records may be made without conducting an investigation under certain circumstances. The current edition of UM 4400-124 and MCO P4400.150

provide specific guidelines of circumstances for which an investigation is required. Adjustments are normally made when items of government property are unavoidably lost, damaged, destroyed, or worn out in service and there is no reason to suspect culpable negligence or fault.

2. Request for adjustments will be prepared and submitted by the responsible officer charged with the property, via the commanding officer or officer-in-charge/appointing official to the PCO. Requests will contain a detailed explanation of the circumstances contributing to the condition of the property including a statement to the effect that:

- a. No culpable negligence is known or suspected.
- b. No culpability or responsibility can be determined and conducting an investigation would be an unnecessary administrative burden.
- c. The responsible individual has accepted responsibility and has voluntarily agreed to reimburse the government.

3. Adjustments for gains and losses for property valued at \$800.00 or more must be signed by an individual belonging to the same organization as the responsible officer, who is senior to the responsible officer and who has command authority (i.e., commanding officer, executive officer or S-4 of a battalion, a Division head or the equivalent). This procedure ensures that the commander is aware of the way the responsible officer is managing the assets entrusted. The adjustments will then be submitted to property control for review, approval or disapproval and induction into the SASSY update. Adjustments that are disapproved will either be returned to the responsible officer for corrections or will be identified as the subject of an investigation in which case induction will be delayed pending the results of the investigation.

3005. EXPENDITURE BY REPORT OF INVESTIGATION

1. Request for investigation of the loss, damage, or destruction of government property will be initiated, in writing, by the responsible officer, via his commanding officer (CO)/officer in charge, to the PCO.

2. Commanding officers/officers in charge will review and forward the request by endorsement to the PCO. The endorsement will include comments and recommendations along with any administrative and/or disciplinary action taken or contemplated. Additionally, any government property which qualifies for submission of an MLSR Report will contain a written follow-up report following the format of appendix K.

3. PCO will effect causative research for the discrepancy(ies) if administrative errors(s) at PCO are causative, immediate corrective action will be taken and authorization to adjust the records will be requested by PCO.

4. If causative research does not provide the circumstances surrounding the loss, PCO will notify Naval Investigation Service (NCIS) of all known details. NCIS will accept/deny action and inform PCO if an informal command investigation is acceptable. NCIS may not want command investigative action because this informal investigation action may jeopardize NCIS's criminal investigation. Reference (m) applies. PCO must maintain, at a minimum, monthly liaison with NCIS. If NCIS informs PCO that an investigation is acceptable, the entire package will be forwarded to the appropriate convening authority (Commanding Officer) who will direct adjustments to the records or appoint an Investigation Officer (IO).

5. The IO will submit a report of investigation to the Commanding Officer. The CO will then endorse the report to PCO via the Center Supply Officer.

6. Upon completion and approval of the Report of Investigation by the Center Supply Officer, the investigation with signed endorsements will be forwarded to the PCO with instructions for final accounting action. PCO will appropriately voucher the investigation and accounting action.

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

CHAPTER 4

OFFICE MACHINES

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STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

CHAPTER 4

OFFICE MACHINES

4001. ALLOWANCES. The PCO maintains allowance lists which include allowances for office machines. Requests for an initial allowance or allowance increase/decrease will be submitted to the Commanding General, (PCO) MCAGCC in the form of an issue request with complete justification to includes:

1. A statement of why the requirements cannot be satisfied by a redistribution of current on-hand assets.
2. A complete description of the function or task to be supported by the allowance increase.
3. A complete description of the item required. If the features of the required machines will result in acquisition of other than the lowest cost model of the item, due to bidding process, identify the reason why the lowest cost item will not satisfy this requirement. Brand names shall not be identified in this request.
4. The number of like and similar items on hand. This quantity shall be the total carried on the records of the responsible officer's account.
5. Potential decrease in like item allowance if modification request is approved.

4002. MAINTENANCE

1. The PCO provides commercial maintenance service for PCO controlled electric/electronic office machines and labor saving devices. Responsible officers are required to provide Property Control with the locations, by building number, on all subject items and immediate notification of relocation or transfer. Equipment requiring repair will be reported to the PCO, extension 6954. The PCO will notify the commercial vendor who will examine the machines at the work unit, determine if the trouble is repairable under the terms of the maintenance contract and attempt to repair it in site. On occasion, it may be necessary for the repair serviceman to take the machine to the shop for repair. The unit will contain a signed and dated receipt for the item. Upon return of the machine from the shop, the receipt will be returned to the repair serviceman. Repairs required because of fault or negligence on the part of the using unit personnel, which are not covered under the terms of the appropriate maintenance/repair contract, will be charged to the responsible unit.

2. The greatest single cause of malfunction of office machines can be attributed to neglect on the part of the operator. This includes such things as using the wrong toner or developer, failure to replace dust covers when not in use, allowing erasure droppings to fall into the working mechanism, and failure to clean or perform first echelon (operator) maintenance of equipment.

4003. EXCESS. Office machines and labor saving devices declared excess to the needs of a unit will be turned in to the Property Control Office by the RO or an authorized representative.

4004. PROPERTY CONTROL OFFICE MACHINES EQUIPMENT POOL

1. An office equipment pool has been established under the operational control of the PCO to provide equipment for replacement of unserviceable items undergoing long term repair and for temporary loans.

2. Office machine issues from the pool shall be in accordance with the following instructions:

a. Permanent issues will be approved only for replacement of machines that have been declared uneconomical repairable by the PCO. Permanent assignment will not be approved for machines in excess of unit allocations.

b. Temporary loan of machines in excess of allowances may be approved to satisfy peak workloads, I.e., budget preparation, preparation for inspection, etc., for a 30-day period. Temporary loans are not a preferred means of satisfying unit requirements and will be avoided unless a critical urgent requirement exists.

4005. CARE OF OFFICE MACHINES. Care of government property is an inherent responsibility of all supervisor personnel. When not in use, machines will be covered and safely stored. Using personnel will ensure electric machines are turned off. Daily inspections and minor cleaning will also be conducted by using personnel. No unauthorized maintenance or repair of equipment will be attempt at any time or for any reason.

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

CHAPTER 5

MISCELLANEOUS ORGANIC PROPERTY

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COLLECTION FROM INDIVIDUALS FOR LOST, DESTROYED, OR DAMAGED GOVERNMENT PROPERTY BY AUTHORIZED CUSTODIAN	5003	5-2
ACQUISITION OR REPLACEMENT OF OFFICE FURNITURE	5004	5-2

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

CHAPTER 5

MISCELLANEOUS ORGANIC PROPERTY

5001. QUARTERLY RECORDS RECONCILIATION

1. A complete records reconciliation for all garrison property will be conducted by the responsible officer at least once each quarter. In addition, at the end of each fiscal year, an annual physical inventory will be conducted by the RO. All property listed on the unit/section CMR will be sighted and inspected for serviceability by the inventory officer (responsible officer).

2. Upon completion of each reconciliation and inventory, the responsible officer will report to the property control office to reconcile to CMR. Also, ROS must certify, in writing that all property is accounted for. If applicable, the letter must be accompanied by a listing of discrepancies identified during the inventory in the format of appendix B and C. If discrepancies (overages/shortages) are reported, the letter will be submitted

5002. PERSONNEL SUPPORT EQUIPMENT. The PCO is charged with the responsibility of monitoring, budgeting for and processing Personnel Support Equipment. To this end, an accurate and up to date inventory must be maintained by each RO to ensure that usage and replacement factors are properly anticipated and budgeted for accordingly.

5003. COLLECTIONS FROM INDIVIDUALS FOR LOST, DESTROYED OR DAMAGED GOVERNMENT PROPERTY BY AUTHORIZED CUSTODIAN. Individuals who desire to voluntarily reimburse the government for items of property that have become lost, damaged, or destroyed may do so if authorized by the commanding officer or his designated representative. Authorization will be a signed copy of Form NAVMC 6 (Cash Sales/Request for Checkage for Government Property). Unit commanders must ensure that the individuals must be advised that the voluntary reimbursement will be considered a free act for personal reasons and will not imply an admission of responsibility for fault or negligence for any purpose.

5004. ACQUISITION OR REPLACEMENT OF OFFICE FURNITURE

1. The acquisition of new items of furniture and furnishings shall be limited to those requirements which are considered essential, and shall not include upgrading to merely improve appearance, office decor, status, or to satisfy the desire for the latest design or more expensive lines. Accordingly, prior to the purchase of new office furniture, repair or rehabilitation of such items as may be on hand. Items of furniture may be replaced only when:

a. It is determined that replacement is essential for efficient and economical performance of the functions of the using activity.

b. It is estimated that the cost of repair or rehabilitation including transportation expense, exceeds at least 75 percent of the cost of a new item of the same type and class; however, an exception may be authorized in unusual situations where rehabilitation of the furniture would not extend the useful life of the furniture for a period compatible with the cost of rehabilitation.

2. Approval will be only for the least expensive lines commensurate with the status and duties of the user.

3. Requisitions for executive-type office furniture or furnishings will be processed through Property Control only.

4. Appendix N designates by code the furniture authorizes for use at Marine Corps Air Ground Combat Center, Twentynine Palms. Appendix O identifies by billet the entitlement to office furniture, carpet and drapery. Carpet for other spaces must be justified over types of floor covering on the basis of one or more of the following factors:

- a. Cost.
- b. Safety.
- c. Insulation.
- d. Acoustical control.
- e. Degree of interior required.

f. To maintain an environment commensurate with the purpose for which the space is allocated.

5. Authorized drapery shall be of noncombustible or flame-retardant material.

6. Commanding officers will:

a. Ensure that the PCO, via the appropriate responsible officer, is regularly advised of the requirement to systematically replace office furniture.

b. Ensure that proper budget procedures are utilized to accomplish the goals set forth in the current edition UM 4400-124. Acquisition and replacement of office furniture and furnishings must be included within the PCO's budget submission.

7. Responsible officers will:

a. Conduct liaison with the appropriate commanding officer/officer-in-charge to ensure that the entire budget requirements, to include installation cost, repair and cleaning, are understood for submission to Property Control.

b. Submit requests to Property Control via the appropriate commanding officer/officer-in-charge for induction into the Property Control annual budget submission.

c. Ensure that all requirements for executive type furniture are submitted to the PCO, who will request approval for procurement from the Commandant of the Marine Corps (LFS) prior to the processing of the unit's document.

8. The PCO will ensure that the certification has been annotated on the requisition before processing the requisition to the source of supply. If a serviceable item is available from PCO stocks or excesses generated within the Combat Center, redistribution will be effected and the requisition cancelled. If redistribution or an issue from stock is not possible, the PCO will procure the assets in accordance with current supply directives.

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

CHAPTER 6

FINANCIAL MANAGEMENT

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BUDGET FORMULATION	6002	6-2

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

CHAPTER 6

FINANCIAL MANAGEMENT

6001. GENERAL. The PCO, under the cognizance of the Center Supply Officer, Supply Division, is the administrator of Cost Centers C-3, C-4, C-8 and G-3 and is responsible for:

1. Preparation of the Cost Center budget from input provided by responsible officers and the Consolidated Garrison Property Allowance Listing.
2. Preparing fiscal reports and maintaining files and records as required by the current edition of CCO P7000.1.
3. Apprising the Center Supply Officer, Supply Division, of the status of funds.
4. Analyzing the repair/replacement costs to determine which is the most economical.
5. Developing and preparing budget data for repair and service contracts.
6. Reconciling vendor's bills with the repair calls.
7. Allocating and accounting for funds for the purchase of supplies and equipment for responsible officers.
8. Ensuring that commitment of public funds are legal and in accordance with current regulations.

6002. BUDGET FORMULATION. The budget is an expression of the Property Control Office operation plans and programs in financial terminology. As such, budget formulation is a year round task and is not limited to certain months of the year.

1. The basic input data for budget formulation is derived from:
 - a. Mechanized Allowance Lists.
 - b. Service contract history files.
 - c. Past unfunded deficiencies.
 - d. New and/or additional requirements due to change to mission assignments, program changes, new facilities, etc.
 - e. Anticipated worn out in service or deficiencies for budget year and budget year plus one.
2. Budget submissions shall separately identify increases in allowance that are necessary to meet new requirements and items that are in need of replacement due to unserviceability.
3. The budget will normally be developed in three phases, I.e., Planned Objective Memorandum, Annual Budget Submission, and the Mid-Year Review.
4. Budget ceilings are established by higher headquarters and cannot be exceeded. Additional funds may be requested, but they must be separately and clearly identified and justified in the budget.

STANDING OPERATING PROCEDURES FOR PROPERTY CONTROL

CHAPTER 7

CONTROLLED ITEMS REPORTING

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CHAPTER 7

CONTROLLED ITEMS REPORTING

7001. PROCEDURES

1. The PCO is the monitor for controlled items reporting.
2. The PCO will submit all reports pertaining to T/E 7700 on those items designated as controlled items, to the Inventory Control Point, Albany, GA., (P823/1) under Activity Address Code (AAC) M35010, for the Commanding General.
3. When an item becomes obsolete, is being deleted from T/E 7700, or determined to be unserviceable, the PCO will request disposition instruction from MCLB, Albany, GA accordance with the current edition of MCO P4400.150.
4. The PCO will ensure that all times listed in T/E 7700 are on requisition or on hand; not to exceed total allowances.

STANDING OPERATING PROCEDURES FOR PROPERTY CONTROL

CHAPTER 8

UNIT DEPLOYMENT PROGRAM AND OTHER DEPLOYMENTS

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STANDING OPERATING PROCEDURES FOR PROPERTY CONTROL

CHAPTER 8

UNIT DEPLOYMENT PROGRAM AND OTHER DEPLOYMENTS

8001. PROCEDURES

1. Deploying Units aboard MCAGCC are responsible for the accountability for garrison property assigned to the unit. Prior to a return/deployment of a unit, the RO's will be assigned/relieved in writing in accordance with the guidelines set forth in chapter 1, paragraph 1004.1 of this manual. In the event where a rear party RO is not available the CO or XO, 7th Marine Regiment will appoint an RO from the regiments S-4 or supply.

2. The RO of the deploying unit and the RO of the returning unit will do a joint inventory of all garrison property assigned. Upon completion of the inventory the new RO will accept the account and maintain files and property in accordance with the currently edition of CCBul 4400. Appendix P outlines these procedures.

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CHAPTER 9

WHOLE ROOM CONCEPT

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CHAPTER 9

WHOLE ROOM CONCEPT

9001. GENERAL

1. The Whole Room Concept (WRC) represents a commitment to improve the Quality of Life (QOL) for single service members. Also, WRC entails efforts to correct systematic deficiencies in procedures for procurement of furnishings for Bachelor Quarters (BQ). Basically, the concept entails refurbishing an entire barracks and procuring standardized suites of furnishings vice individuals peices of furniture.

2. WRC relies on a single contractor for each suite of furniture. If funding is available, the same contractor may be relied upon for painting, installation of draperies and placement of furniture. The ordering activity (PCO) will utilize the "Package Room" series of catalogs for the current General Services Agency (GSA) contracts. These catalogs address Marine Corps specific requirements for successful execution of WRC. The main benefit of this program is the elimination of the requirement to procedure BQ furnishings from UNICOR or request UNICOR to waive this requirement in writing. This innovative procurement process provides other benefits that include:

- a. Flexibility for year-ends buys;
- b. Quantity or volume discounts;
- c. Quality control of product;
- d. Shorter lead-time.

9002. PROCEDURES

1. PCO is responsible for the budgeting, coordination and executing of a seven year WCR plan. Coordination includes:

- a. Annual validation of the seven year schedule;
- b. Presenting recommendation to the Commanding General's staff and documenting approved schedule changes;
- c. Detailed requirement identification;
- d. Ensuring the Facilities Management Branch is appraised of requirements so the appropriate painting and repairs are budgeted for the following fiscal year;
- e. Requisition, receipt, issue and accountability for product;
- f. Collecting and monitoring product quality and service life data.

2. Facilities Management Branch is responsible for:

- a. Budgeting for the painting and repair requirements for each years WRC BQ's; completed to minimize the unoccupied time for the BQ;
- b. Ensuring painting and repair requirements are accurately estimated and completed to minimize the unoccupied time for the BQ;
- c. Monitoring the performance of any contracted painting and repairs.

STANDING OPERATING PROCEDURES FOR PROPERTY CONTROL

CHAPTER 10

LINEN

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LINEN SURVEY	10002	10-2

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

CHAPTER 10

LINEN

10001. GENERAL

1. The Property Control Office, in general, does not issue linen to tenant units. However, in the event of an increase in T/O and once the additional allowance has been approved, the RO will submit a request for issue to Property Control.

10002. LINEN SURVEY

1. For the purpose of this Manual the term "linen" shall include the following:

- a. Sheets.
- b. Pillowcases.
- c. Bedspreads.
- d. Mattress covers.
- e. Mattress pads.
- f. Blankets.

2. Using units will survey unserviceable linen through Property Control. Issues that are the result an increase in to will be made from PCO. Issues required because of losses will be subject of reimbursement of procured by the unit using OMMC funds.

3. PCO will support linen surveys (replacement of soiled linen) for the DSSC gas station, Sgt's Course and the Center Adjutant's office (MCAGCC CDO) between the hours of 0730 and 1000, Monday through Friday at the Property Control Warehouse (Bldg 1102). Washing Machines and dryers are provided in each BEQ for the purpose of laundry of linen by each Marine and Sailor. If OMMC funding permits, units may be added to the established contracted laundry service.

4. Units will provide their own working party for turn in and pickup of linen.

5. Units will receive exactly the same amount of linen as is turned in. It will be the responsibility of the unit representative(s) to verify the amount of linen turned in and picked up. This verification will be accomplished at the Property Control Warehouse.

6. Units will be responsible for the proper packaging of soiled linen for turn-in. Proper packaging consists of tying like articles in bundles that contain the following quantities:

Sheets	20 each
Pillowcases	50 each
Blankets	5 each
Mattress covers	5 each

Mattress Pads	5 each
Bedspreads	5 each
Pillows	5 each

Each linen item in each bundle will be folded with a single edge. Single edges within each bundle will be on the same side of the bundle. Each bundle of linen will be tied securely.

7. Minimum frequency of survey is as follows:

- a. Sheets and pillowcases should be cleaned weekly.
- b. Bedspreads, mattress covers, and mattress pads should be cleaned at least monthly.
- c. Blankets and pillows should be cleaned at least quarterly.

8. All unserviceable linen (less FMF T/E blankets) will be turned in to Property Control. Linen will not be torn up for rags or otherwise mutilated by the units prior to turn in. Property Control will furnish serviceable replacement linen for unserviceable assets on an item-for-item basis at no cost to the unit. (This does not include replacement blankets for FMF Table of Equipment assets).

9. Mattress and pillow cleaning will be budgeted for and coordinated by Property Control. Ten mattresses and ten pillows must be surveyed from each BEQ per month. Survey articles will be conducted at the Property Control warehouse during the third week of each month. The RO responsible for the units BEQ's is responsible for providing the resources for each survey and ensuring the survey is completed.

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

APPENDIX A

APPOINTMENT LETTER
- UNIT HEADING -

4400
<OFFICE CODE>
<DATE>

From:
To:

Subj: APPOINTMENT OF RESPONSIBLE OFFICER

Ref: (a) MCO P4400.150D
(b) MCO P10150.1D
(c) CCO P10150.1

1. Effective - (date) you are appointed as the Responsible Officer for Property Control Account Number _____ vice (Relieved Responsible Officer) relieved. A signed copy of this appointment letter will be forwarded to the Property Control Officer.

2. Within 15 days from the date of this appointment you will accomplish the following:

a. Contact Property Control for assistance in conducting a physical inventory of all government property on charge Conduct a joint inventory with the relieved RO.

b. Reconcile CMR and interim receipts for property on charge to sub-accounts and/or individuals to ensure the accuracy and validity of signatures. This reconciliation should be conducted with the old RO.

c. Upon completion of the physical inventory and reconciliation, you will sign the original CMR maintained by the Property Control Officer.

d. Prepare and submit a letter of acceptance to the Commanding General, Marine Corps Air Ground Combat Center, Twentynine Palms, California 92278-5000 (Property Control Officer); via: (Appointing Official) if not satisfied with the condition of the records, supplies or other matters coming to your attention, this will be reported in your letter of acceptance.

e. If desired prepare an "Authorization to Receipt for Government", in letter form, and submit it to the Commanding General, Marine Air Ground Combat Center, Twentynine Palms, California 92278-5000 (Property Control officer), listing individuals (with sample signatures) authorized to receipt for supplies and equipment.

f. Ensure all government property within your area of responsibility, is properly utilized, maintained, and secured to prevent undue injury to personnel, damage to property, and pilferage.

g. Ensure all government property remains accounted for by you and remains under your control until authorization for transfer to another RO or other disposition is provided by the Property Control Officer.

3. In accordance with paragraph 5004.3e of reference (a), you are required to ensure any requests to adjust records or requests for investigations reach the Commanding Office within 5 days of the discovery of the variance. In addition, you

STANDING OPERATING PROCEDURES FOR PROPERTY CONTROL

are required to submit these requests via the Appointing Official and the Property Control Officer.

4. You will be guided in the performance of duties by the references and such directives issued by the competent authority.

SIGNATURE

Copy to:
PCO

STANDING OPERATING PROCEDURES FOR PROPERTY CONTROL

APPENDIX B

SAMPLE LETTER OF ACCEPTANCE

- Heading -

4400
date

From: Responsible Officer, Account # _____
To: Commanding General, Marine Corps Air Ground Combat Center, (Property Control Officer)

Via: (Appointing Official)

Subj: LETTER OF ACCEPTANCE

Ref: (a) MCO P4400.150D
(b) MCO P10150.1

Encl: (1) CMR discrepancy listing

1. In accordance with the references, I hereby accept the responsibility for the quantities and serial numbers of government property listed on the original CMR, with the exception of the discrepancies listed on the enclosure.

2. Request appropriate adjustment(s) be effected to the CMR for the enclosed discrepancies. (Note: requests for adjustments must contain a detailed explanation of the circumstances contributing to the discrepancy and be accompanied by a statement to the effect that:

- a. No culpable negligence is known or suspected;
- b. No culpable or responsibility can be determined and conducting an investigation would be an unnecessary administrative burden;
- c. The responsible individual has accepted the responsibility and voluntarily agreed to reimburse the government).

3. An investigation is/is not requested.

RO SIGNATURE

Copy to:
CO/OIC

— — —

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

APPENDIX D

SAMPLE AUTHORIZATION TO RECEIPT FOR GOVERNMENT PROPERTY
- Heading _

4400
date

From: Responsible Officer, Account
To: Property Control Officer

Subj: AUTHORIZATION TO SIGN FOR GARRISON PROPERTY

Ref: (a) MCO P4400.150D
(b) MCO P10150.1

1. As per reference (a) and (b), the below listed person(s) is/are authorized to receipt for and pick up property for account _____

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>SIGNATURE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RO SIGNATURE

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

APPENDIX E

REQUEST FOR MODIFICATION OF ALLOWANCE

Allowance Change Request (Commodity Area:)

Requesting Organization: Marine Corps Air Ground Combat Center
Twentynine Palms Ca 92278

T/E to be modified: _____ Date of T/E: _____

UIC of unit: _____ AAC of unit: _____

This modification is not recommended for like units.

This modification will not require modification to T/O number _____.

ITEM DESCRIPTION

<u>TAMCN</u>	<u>NSN</u>	<u>NOMENCLATURE</u>
--------------	------------	---------------------

Allowance Quantity

Authorized: _____ On-hand: _____
Recommended: _____

Justification

Points of Contact

NAME CODE	Phone (DSN & Comm)
Originator	DSN

CG MCCDC: _____

SYSCOM: _____

LOGBASES: _____

FUNC SPONSOR: _____

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

APPENDIX F

CHECKLIST FOR RESPONSIBLE OFFICERS

PROPERTY CONTROL OFFICE
Marine Corps Air Ground Combat Center
Twentynine Palms, California 92278

	<u>YES</u>	<u>NO</u>
1. Is there a copy of the letter appointing the Responsible Officer on file?	___	___
2. Is there a copy of the letter accepting the account on file?	___	___
3. Is there an up-to-date letter of individuals authorized to receipt for supplies for the Responsible Officer on file in the Property Control Office?	___	___
4. Does the Responsible Officer have access to the following orders:		
UM 4400-124		
MCO P4400.150C		
MCO 4570.15D		
MCO P10150.1		
CCO P4400.5C	___	___
5. Are Equipment Custody Records (ECR) maintained for sub custody control on every custodial item signed out from Property Control?	___	___
6. Are the ECRs maintained in NSN sequence?	___	___
7. Do the postings on the duplicate copies of the copies of the ECR's agree with the postings on the original maintained by the RO?	___	___
8. Are signatures on the original ECR's current? If not, what is the date of the oldest unsigned entry?		
9. Is a complete inventory of custodial items conducted annually by the RO?	___	___
10. Is rapid and efficient action taken by the RO to reconcile discrepancies discovered in the account?	___	___
11. Are copies of invoices and other correspondence which affect the accountable balance on the CMR maintained by the RO?	___	___
12. Is there a Property NCO for the account; and if so, is he well informed?	___	___
13. Are unserviceable items turned in for repair or survey?	___	___
14. Are there any supply problems with PCO? If so, what are they?	___	___

NOTE: Phone Property Control officer
(ext 6955/7252)

- -

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

15. Is there a pending/completed file maintained on all requisitions submitted to Property Control? ____ ____
16. Are service calls made for equipment in need of repair? ____ ____
17. Is a logbook kept to record how frequently your machines are inoperable and why? ____ ____
18. Are missing/lost/stolen/recovered items of equipment reported immediately to PCO? ____ ____
19. Do ROs check with unit section heads to obtain precise requirements? ____ ____
20. Is PCO aware of my needs/requirements? ____ ____
21. Do Ros visit PCO/monthly/bi-monthly to verify account status? ____ ____
22. Do Ros understand their units long range plans (PCO needs 6 months average lead time for ordering)? ____ ____
23. Does the RO brief his/her superior quarterly on the status of his/her account? ____ ____

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

APPENDIX G

SOURCE DOCUMENT FOR SYSTEM AND NON-SYSTEM ITEMS

It is requested that the below listed items be issued to acct # _____:

NOMENCLATURE

QTY

RO SIGNATURE

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

APPENDIX H

REQUEST TO TURN IN GARRISON PROPERTY

It is requests that the below listed garrison property be turned in to Property Control and removed from acct#_____ CMR.

NOMENCLATURE

QTY

RO SIGNATURE

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

APPENDIX I

REPLACEMENT DOCUMENT FOR CONTROLLED ITEM

FORMAT FOR UNIT REQUISITION OF A REPLACEMENT CONTROLLED ITEM (USE DD FORM 1348)

LEGEND:

BLOCK/CC

A	Enter Base Property Control
B	Unit "In the Clear Address"
C	Blank
1-3	Document Identifier "ZOA"
4-6	Routing Identifier "MPB"
7	Media and Status Code "U"
8-22	Enter National Stock Number
23-24	Enter Unit of Issue
25-29	Enter Quantity Required
30-43	Unit Document Number
44	Demand Code "X"
45-50	(Supplementary Address)
51	Signal Code "X"
52-53	Fund Code of Unit
54-56	Blank
57-59	Blank
60-61	Enter Appropriate Priority Designator
62-64	Blank or Enter Required Delivery Date
65-66	Enter Advice Code "4D"
67-80	Blank

Remarks: Enter Nomenclature, Allowance Quantity, On-hand Quantity, On Requisition Quantity, Unit Price, Total Price (from current MDL if available) and legible signature by Unit Property Control Officer.

NOTE: WIR/Evacuation document must be forwarded with requisition or prior to requisition of replacement item. BPCO records and entries contained in the "Remarks" block must agree to avoid unnecessary delay in processing of requisitions.

STANDING OPERATING PROCEDURES FOR PROPERTY CONTROL

APPENDIX J

REQUISITION OF AN INITIAL ISSUE/NEW ALLOWANCE CONTROLLED ITEM

FORMAT FOR UNIT REQUISITION OF A REPLACEMENT CONTROLLED ITEM LEGEND:

BLOCK/CC

A	Enter Base Property Control
B	Unit "In the Clear Address"
C	Blank
1-3	Document Identifier "ZOA"
4-6	Routing Identifier "MPB"
7	Media and Status Code "U"
8-22	Enter National Stock Number
23-24	Enter Unit of Issue
25-29	Enter Allowance Quantity if 0 On hand
30-43	Unit Document Number
44	Demand Code "X"
45-50	(Supplementary Address)
51	Signal Code "X"
52-53	Fund Code of Unit
54-56	Blank
57-59	Blank
60-61	Enter Appropriate Priority Designator
62-64	Blank or Enter Required Delivery Date
65-66	Enter Advice Code "4A"
67-80	Blank

Remarks: Enter Nomenclature, Allowance Quantity, On-hand Quantity, On Requisition Quantity, Unit Price, Total Price (from current MDL if available) and legible signature by Unit Property Control Officer.

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

APPENDIX K

AUTHORIZATION LETTER TO RECEIPT/TURN-IN GARRISON PROPERTY
TO DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO)

4500
Your code
Date

From: RO Acct#_____, (RUC)
To: Defense Reutilization and Marketing Officer, MCAGCC 29 Palms CA 92278
Via: Property Control Officer, MCAGCC, Twentynine Palms, CA 92278-8109

Subj: LIST OF PERSONNEL AUTHORIZED TO SCREEN, FREEZE AND RECEIPT FOR GARRISON
PROPERTY FROM THE DEFENSE REUTILIZATION MARKETING OFFICE (DRMO)

Ref: (a) DoD 4160.21M, Chapter IX, Paragraph 01

1. In accordance with the reference, the following personnel are authorized to
receipt for, or turn garrison property in to DRMO:

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>SIGNATURE</u>
-------------	-------------	------------	------------------

2. It is understood that all disposal/reutilization documents for garrison property
must be sent through the MCAGCC Property Control Officer so that copies can be
maintained for record purposes.

RO SIGNATURE

STANDING OPERATING PROCEDURE FOR PROPERTY CONTROL

APPENDIX L

FORMAT FOR REPORTING MISSING, LOST, STOLEN, OR RECOVERED
(MLSR) GOVERNMENT PROPERTY

UNIT HEADING

5500

From: Responsible Officer, Account
To: Property Control Officer

Subj: REPORT OF MISSING, LOST, STOLEN OR RECOVERED GOVERNMENT PROPERTY

Ref: (a) SECNAVINST 5500.4D
(b) MCO P4400.150D

1. In accordance with reference (a) and (b), the following item(s) is/are reported missing, lost or stolen/recovered:

- a. Item name and quantity.
- b. Brand and model number.
- c. Mfg. serial number.
- d. Property number.
- e. National or local stock number.
- f. Complete description.
- g. Unit cost (A-actual, or E-estimated).
- h. Activity account and UIC.
- i. Custodial organization and UIC.
- j. Geographical location of loss/recovered.
- k. Type of loss/recovered.
- l. Date of loss/recovery.
- m. Person having last custody.
- n. Date of last command inspection.
- o. Circumstances of loss/recovery.

2. The above item was reported missing, lost, stolen, or recovered to this office on _____.

3. If found notify:

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4. Criminal Investigation Division notified _____. Naval
Investigation Service notified _____.

SIGNATURE

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APPENDIX M

MLSR MESSAGE FORMAT, FOR USE BY PROPERTY CONTROL

CG MCGACC TWENTYNINE PALMS CA
CMC WASHINGTON DC

UNCLAS //NO5500//

SUBJ: MLSR PROPERTY REPORT (RCS MC 4340-1)

MLSRP/MLSRP/USMC

ACC. M35000

CUS. M11340

RPT. 1986-003/INITIAL

AAA. CALIFORNIA

BBB. 861217

GGG. /I/(A)PROPERTY(B)MISSING(C)HOWITIZER(D)N/A(E)N/A(E)N/A(F)1015003229770
(G)HOWITZER PACK 75MM MIA4 (H) E-\$13,167.00 HHH. (A)UNKNOWN(B)N/A(C)NONE(D)IMPROVED
ADMINISTRATIVE PROCEDURES
III. (A)YES(B)N/A(C)N/A(D)N/A
JJJ. (A) INVENTORY
LOSS(B)850904(C)N/A(D)INITIATED/CONTINUING(E)N/A(F)N/A(G)IMPROVED ADMINISTRATIVE
PROCEDURES

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CG MCAGCC TWENTYNINE PALMS CA
CMC WASHINGTON DC

UNCLAS //NO5500//

SUBJ: MLSR PROPERTY REPORT (RCS MC 4340-1)

MLSRO/MLSRP/USMC

ACC. M3500

CUS. M11340

RPT. 19B6-003/FINAL

AAA. CALIFORNIA

BBB. 861217

GGG. /1/(A)PROPERTY(B)MISSING(C)HOWITZER(D)N/A(E)N/A(F)1015003229770(G)HOWITZER

PACK 75MM MIA4(H) E-\$13,167.00

HHH. (A)UNKNOWN(B)N/A(C)NONE(D)IMPROVED ADMINISTRATIVE PROCEDURES

III. (A)YES(B)N/A(C)N/A(D)N/A

JJJ. (A)INVENTORY LOSS(B)850904(C)N/A(D)INITIATED/CONTINUING

(E)N/A(F)N/A(G)IMPROVED ADMINISTRATIVE PROCEDURES

1. REPORTING PROCEDURES FOR BASE, FMF, TENANT UNITS WITHIN MARINE CORPS AIR GROUND COMBAT CENTER. MLSR property reports for those reportable items sub-signed from BPCO/Base Plant Account Office (including AMMUNITION and EXPLOSIVES for Base units only) are to be prepared by the commanding officer in the format shown in appendix L and forwarded to the Commanding General, MCAGCC (BPCO) for release. Reports will be by message and will be submitted immediately after confirmation of the loss or recovery of reportable items. Tenant units will prepare message type reports for the Commanding General, MCAGCC (BPCO) in the format required for immediate message release. These message reports will be hand carried to the BPCO, Building 1102TI, via the parent command.

2. EXCEPT FROM SECNAVINST 5500.4C of 26 April 1972

a. Reporting Procedure

(1) MLSR arms, ammunition, explosives, and property reports are to be submitted by the command having accountability for the property item(s). The accountable command must submit this report immediately upon being notified of loss or recovery of reportable items. In turn, commands having custodial responsibility at the time of any loss or recovery must immediately report such fact to the appropriate accountable command. Electronic transmission is authorized under MINIMIZE. Message reports are required for losses/gains of arms, ammunition and explosives, and for significant property losses. Use of a naval speedletter in message format is appropriate for other than significant property losses.

(2) MLSR arms, ammunition, explosives, and property reports for Navy reportable items are to be submitted by message or speedletter as follows:

From: (Accountable Command)
To: CNO WASHINGTON DC NAVWPNSUPPCEN CRANE IN
Info: CHNAMAT WASHINGTON DC
DIRNAVINSERV ALEXANDRIA VA COMNAVSEASCOM
WASHINGTON DC COMNAVSUPSYSCOM WASHINGTON DC
(As appropriate in Chain of Command--to include responsible command having custody at time of loss or recovery).

(3) MLSR arms, ammunition, explosives and property reports of USMC reportable items are to be submitted by message or speedletter as follows:

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From: (Accountable Command)
To: CMC Washington DC (Code MPH)
Info: (As appropriate in Chain of Command-to include responsible command having custody as time of loss or recover)

(4) An INITIAL report will be submitted as soon as a loss is established. For items in stock where gain/loss is determined by inventory, initial report should be submitted after causative research if required by reference (b). Pending reports may be submitted to provide additional information prior to submission of a final report. A final report will be submitted upon completion of appropriate administrative, investigative, survey and disciplinary action. A supplemental report may be submitted to provide any additional pertinent information whenever a final report has previously been submitted.

(5) Pending, final, and supplemental reports should reference the initial and any other intervening reports submitted on the same incident by date-time-group or correspondence identification. These follow up reports may be submitted by naval speedletter unless seriousness of the incident requires messages transmission.

(6) Whenever an arms, ammunition, or explosives property item has been reported and is subsequently recovered by the reporting command, an appropriate pending, final, or supplemental report must be submitted including circumstances of recovery. Such information is mandatory in order to remove the item from the NCIC system and to appropriately update the accountability data bases at Naval Weapons Support Center, Crane or Headquarters, U. S. Marine Corps. The subject of each pending, supplemental or final report must specify property, ammunition, arms or explosives.

(7) USN/USMC commands in receipt of recovered government property item(s) (from sources other than through official supply or procurement channels) for which they have not been responsible must submit an initial/final report in order that the recovered item may be checked against the NCIC and USN/USMC accountability data bases for correlation to any prior MLSR reports submitted by other commands. If property item(s) recovered by one branch of the Department of the Navy (USN or USMC) are identified as belonging to other branch, the MLSR report should be submitted to the branch owning the property rather than to the reporting organization's headquarters.

b. Reporting Format

(1) Subject line of all reports should be:

- a. MLSR PROPERTY REPORT (RCS OPNAV 5500-1) (MIN:ETATUH) 1
- b. MLSR ARMS REPORT (RCS OPNAV 5500-1) (MIN:ETATUH) 1
- c. MLSR AMMUNITION REPORT (RCS OPNAV 5500-1) (MIN:ETATUH) 1
- d. MLSR EXPLOSIVES REPORT (RCS OPNAV 5500-14) (MIN:ETATUH) 1

1/MIN:ETATUH required on messages reports only.

For USMC:

1. MLSR PROPERTY REPORT (RCS MC#4340-1) (2) MLSR ARMS REPORT (RCS MC#4340-1) (3) MLSR AMMUNITION REPORT (RCS MC#4340-1) (4) MLSR EXPLOSIVES REPORT (RCS C#4340-1)

2. Only prior MLSR Property Reports on the same incident will be referenced. References should be indicated by the DateTime-Group (DTG) or correspondence

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identification on the prior report(s) and by the "Incident Report Number".

3. The first line of text after references (if any) must be; For NAVY: MLSRP/MLSRP/NAVY, For USMC: MLSRP/MLSRP/USMC

4. ACC. The "Unit Identification Code" (UIC) of the "Accountable Command" (ACC). See Volume 2, Chapter 5, Navy Comptroller Manual for complete UIC listing. The UIC should be identical to that used by "Accountable" command for MILSTRIP and MILSTRAP purposes. The ACC must be indicated on every report.

Note: The ACC may or may not be the same as the CUS

5. CUS. The "Unit Identification Code" (UIC) of the "Custodial Command" (CUS). See Volume 2, Chapter 5, Navy Comptroller Manual for complete UIC listing. The CUS must be indicated on every report.

6. RPT. The "Incident Report Number" assigned by the reporting command and the "Incident Report Status". Year and number separated by a diagonal slash. Number and Status separated by a hyphen. The RPT must be indicated on every report. Incidents Reports will be numbered consecutively be each "ACC" for each calendar year. Example: 1978/57-INITIAL, 1978/57-PENDING, 1978/57-FINAL, 1978/57-SUPPLEMENTAL.

Number: Each separate incident involving MLSR property/items will be sequentially numbers. Each incident may involve one or more property items. All reports concerning the same incident will have the same number.

Status: Use initial, pending, final or supplemental as explained in Section A.4 of this Preparation Guide.

7. AAA. Location of the incident to be indicated on INITIAL report. Indicate only the name of the state/territory if incident occurred of the 50 United States or its territories. Indicate only the name of the foreign country if the incident occurred there. Indicate the name of the ocean area if the incident occurred while at sea.

8. BBB. Date of the incident. Use the actual date of theft, loss or disappearance, if known. Otherwise, use the date of last inventory or date on which the property was last sighted by responsible authority. Indicate whether date is "Actual" or "Last". Indicate date in year-month day order. Example: "A-78-06-25" for an actual date of June 25, 1978, or "L-78-01-08" for a last inventory or last sighted date of January 8, 1978.

9. CCC. Not used.

10. DDD. AMMUNITION - List each type of ammunition (or other destructive device--except explosives) as a separate DDD entry. Each DDD entry to be sequentially numbered (e.g., -1121", etc.). Each DDD entry consists of the following elements:

a. Indicate the word AMMUNITION.

b. Indicate whether the ammunition (or other destructive device) is MISSING, LOST, STOLEN, or RECOVERED.

c. Indicate the type of ammunition. Refer to "Index to Navy Ammunition Stock", 12067/NAVAIR 11-1-116 current edition. Use that part of the nomenclature/Description appearing before the first comma (e.g., CARTRIDGE, BOMB, FUZE, CAP, CHARGE, MINE, ROCKET, etc.).

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d. Indicate the volume (number of units) and the unit of issue (U/I). Refer to the same references as for (C). Example: 2000 EA, 48 SH, 1000 FT. etc.).

e. Indicate the "Lot Number" or other unique identifier on the ammunition container, if any. Use none if none or unknown is unknown.

f. Indicate the "National Stock Number" (NSN) shown in same reference as for (C).

g. Indicate in full Nomenclature/Description. Refer to same reference as for (C).

h. Indicate the actual or estimated replacement value of the ammunition. Use the replacement value rather than the original cost. Show whether amount is Actual or Estimated. Example: A-\$38.50, E-\$40.00, etc. Refer to same reference as for (C) for unit price.

i. Indicate the security risk category, referring to the same reference indicated in (C) above.

11. EEE. Explosive. List each type of explosive as a separate EEE entry. Each entry to be sequentially numbered (e.g., "/I/", "/2/", etc.). Each entry consists of the following elements:

a. Indicate the word EXPLOSIVE.

b. Indicate whether the explosive is MISSING, LOST, STOLEN or RECOVERED.

c. Indicate the type of explosive. Refer to "Index to Navy Ammunition Stock", 12067/NAVAIR 11-1-116 current edition. Use that part of the Name/Description appearing before the first comma (e.g. ballastite, composition A3, cycotoll, Max-3, powder, tnt, etc.).

d. Indicate the volume (number of units) and the unit of Issue (U/I). Refer to same reference as for (c). Example: 50 LB.

e. Indicate the "Lot Number" or other unique identifier on the explosive container, if any. Use NONE if none or UNKNOWN if unknown.

f. Indicate the "National Stock Number" (NSN) for the type of explosive. Refer to same reference as for (c).

g. Indicate the full Name/Description. refer to same as for (c).

h. Indicate the actual or estimated replacement value of the explosive. Use the replacement value rather than the original cost. Show whether amount is Actual and Estimated. Example: A-\$38.50, E-\$125.00, etc. Refer to same reference as for (c) for unit price.

i. Indicate the security risk category, referring to the same reference indicated in (c) above.

12. FFF. Firearm. List each firearm as a separate entry. Each FFF entry to be sequentially numbered (e.g., "/I/", "/2/", etc.). Each FFF entry consists of the following elements:

a. Indicate the word FIREARM.

b. Indicate whether the firearm is MISSING, LOST, STOLEN, OR RECOVERED.

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c. Indicate the type of firearm. Refer to NAVMAT INST 8300.1 or the Marine Corps Stock List. Use that part of the Description that describes the basic type of firearm and includes the caliber (e.g., Pistol .22 Caliber, Rifle 5.56MM, Shotgun 12 Gauge, etc.).

d. Indicate the "Make" of the firearm. Refer to same reference as for (c). Use that part of the Description which reflects the manufacturer's name (e.g. Colt, S&W, Remington, Winchester, etc.). The UNKNOWN 'if "Make" is not known.

e. Indicate the manufacturer's serial number on the individual firearm. Use UNKNOWN if not known. Use NONE if known that the firearm does not have a serial number.

f. Indicate the National Stock Number (NSN) for the type of firearm. Refer to same references as for (c).

g. Indicate the actual or estimated of the type of firearm. Do not include the basic type and caliber as shown in (c).

h. Indicate the actual or estimated replacement value of the firearm. Use the replacement value rather than the original cost. Show whether amount is Actual or Estimated. Example: A-\$38.50, E-\$125.00 etc.).

14. HHH. Accountability: Report determination of custodial accountability, if appropriate as follows:

a. Indicate whether there was disregard of establishes policies, neglect, or dereliction of duty on the part of responsible individuals.

b. Identification of liable personnel. (Use ranks of military personnel and grades of civilian personnel, if applicable. Do not report names).

c. Disciplinary/administrative action taken (e.g., referred to courts-martial; NJP; process for discharge; warning; 2 week suspension, letter of reprimand, etc.). State whether Military Justice or Civil Service procedures.

d. Specific measures taken to prevent recurrence (e.g., none; improved administrative procedures; monthly audits, etc.).

15. III. Investigation: (Mandatory) Report action taken to initiate investigation, if appropriate, as follows:

a. Indicate if incident referred to a Naval investigative Service (NIS) component in accordance with SECNAVINST 5520.3 (e.g. YES: NO: N/A).

b. Identify NIS component concerned.

c. Date incident referred to NIS.

d. Preliminary action taken by NIS, if known (e.g., NIS investigation initiated; referred to FBI (location) etc.).

e. Identification of suspects. (Use ranks of military personnel or grades of civilian personnel if applicable. Do not report names. State whether incident perpetrated by individual or group and identify militant group or organization if involved or suspected.)

f. Disciplinary/administrative action taken (e.g., referred to courts-martial; NJP; process for discharges; referred to civilian jurisdiction; etc.)

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g. Specific security measures taken an result of the incident (e.g., none; increased sentries, improved administrative procedures; etc.).

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APPENDIX N

AUTHORIZED OFFICE FURNITURE CODES

Certain items of furniture and furnishings have been designated by CMC as "Executive Type" and as such are authorized for use only in some offices and by individuals of specified rank. Based on position, responsibility and contact with public officials, a few offices are authorized to deviate from the established policy and utilize furniture of a higher quality than justified by rank. Approval of the Commandant of the Marine Corps (Code LFS) is required prior to initial procurement of furniture listed under Codes A and B for all purposes.

- | | |
|--------|--|
| Code A | Executive type wood (contemporary, traditional or modern) office furniture as listed in the GSA Supply Catalog under the head "Executive Wood Furniture"; the Federal Supply Schedules, FSC Group 71, Parts II, VI, VIII and XII; the executive furniture (Allenwood) available from Federal Prison Industries. (This furniture may not be procured for personnel below the grade of Brigadier General/GS-15.). |
| Code B | Unitized wood furniture plus the executive line furniture outlined in the Office Excellence Program, I.e., desks with walnut, oak or teakwood tops and panels of steel construction, bright chrome plated legs and hardware, reveal accent strips and distinctive design chairs with matching or accentuating color fabrics. (This furniture may not be procured for personnel below the grade of Colonel/GS-14.). |
| Code C | The Middle Management line of furniture as outlined in the Office Excellence Program, i.e. wood-textured, plastic laminated wood tops and bright chrome legs and hardware, reveal accent strips, flush and panel inserts; double shell plastic chairs with matching or accentuating color fabrics. |
| Code D | General Office line furniture desks with either walnut textured or white leather pattern plastic-laminated tops with varied colored components, chairs with matching or accentuating color fabrics and vinyls, and items of furniture also in colors. |

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APPENDIX O

BILLET AUTHORIZATION FOR CARPTES AND DRAPERIES

Office Furniture	<u>Code</u>	<u>Carpets</u>	<u>Drapery</u>
Commanding General	A	Yes	Yes
Chief of Staff	A	Yes	Yes
Command Section (to include Staff Secretary, Aide-de-camp, Sergeant Major and Secretary to the CG)	B	Yes	Yes
Director, O&T Directorate	B	Yes	Yes
Director, I&L Directorate	B	Yes	Yes
OIC, Reserve Support Unit	B	Yes	Yes
Inspector	B	Yes	Yes
Commanding Officer, MCCES	B	Yes	Yes
Staff Medical Officer	B	Yes	Yes
Senior Chaplain	B	Yes	Yes
Senior Dental Officer	B	Yes	Yes
Incumbents assigned to HQMC approved T/O billets that rate either a Lieutenant Colonel, Major, Navy Commander, Lieutenant Commander, GS-13 or GS-12	C	Yes	Yes
Other supervisor, military or civilian	C	No	No
Others	D	No	No

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APPENDIX P

GARRISON PROPERTY REQUISITION PROCESS FLOW CHART

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APPENDIX Q

UPD PROGRAM GARRISON PROPERTY TURNOVER FLOW CHART

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APPENDIX R

WHOLE ROOM CONCEPT FLOW CHART

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APPENDIX S

WHOLE ROOM CONCEPT SCHEDULE

